

SPECIAL FILING INSTRUCTIONS 1999 FILING CYCLE

SECTION 1 TERMS AND CONDITIONS

SPECIAL NOTICE:

The Southeast Distribution Center (SEDC) is scheduled to participate in a test of third party logistics (3PL) services during 1999. Carriers responding to this RFO are placed on notice that use of a 3PL could significantly change SEDC transportation-related procedures and effect the use of carrier rates filed under this RFO. GSA reserves the right while this RFO is in effect to offer additional rate filing opportunities and alternate carrier use at any time so that carrier selection may be based on the greatest value advantage to the Government.

Possible procedural changes are outlined in the draft solicitation for third party logistics services issued on October 22, 1998. Copies of the solicitation may be obtained by contacting Ms. Patricia G. Walker, Contracting Officer, by telephone on 404-331-3059 or by e-mail at patriciag.walker@gsa.gov. At this time, the test of 3PL services is anticipated to commence during the summer of 1999.

GSA also published for comment in the Federal Register on August 27, 1998, a notice requesting industry comments on four proposals involving Distribution System traffic. These proposals included: (1) requiring carriers to provide shipment status notices using either the ANSI X.12 Transaction Set 214 format or a GSA proprietary file format; (2) paying carriers after receipt of delivery information without requiring carrier invoicing; (3) requiring carriers to submit territorial offers by 3 digit Zip Code; and (4) prepricing shipments and basing payments on the mileage as determined by PCMiller, from ALK Associates. GSA is in the process of reviewing industry comments. However, carriers are placed on notice that these changes could be implemented during 1999.

1-1. GENERAL: The following Request and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. However, certain provisions and requirements of this Request and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this Request and its SFI will be freight-all-kinds (FAK) shipments moving via closed van and/or Trailer-On-Flat-Car (TOFC) for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within the continental United States (CONUS). Rates will be accepted for the following two (2) GSA facilities:

1. Southeast Distribution Center (SEDC), Palmetto, GA; and
2. Chicago Forward Supply Point (CFSP), Alsip, IL.

PLEASE NOTE: Rate offers for shipments from the SEDC to Canada, Puerto Rico, and the States of Alaska and Hawaii and from the CFSP to Puerto Rico MUST be filed separately and on a GSA Optional Form 280, Uniform Tender of Rates and/or Charges for Transportation Services. Please submit separate rate offers for each with applicable cubic foot ocean charges to Puerto Rico, Alaska, and Hawaii. Linehaul rates are to be submitted as a percentage of the STOS, GSA Baseline Rate Publication No. 1000-D, for less than truckload (LTL), cents per mile for truckload (TL), and cents per cubic foot for ocean charges. Linehaul rates will apply from the SEDC and CFSP to the port of embarkation (POE) and from the port of debarkation (POD) to final destination. These paper rate offers should be submitted directly to:

General Services Administration
Attn: Elaine Shockey
Travel and Transportation Management Division (4FT)
401 West Peachtree Street, Suite 2600
Atlanta, GA 30365-2550

If paper rate offers are sent by a means other than the U.S. Postal Service, the Zip Code is 30308-3510.

1-2. EFFECTIVE PERIOD: All acceptable SEDC and CFSP rate offers submitted in response to this Request and its SFI will be for the period May 1, 1999, through April 30, 2000.

1-3. SUBMISSION OF RATE OFFERS: Rates offered in response to this Request and its SFI **MUST** be submitted via the File Transfer Protocol (FTP) of the Internet (I-FTP) in accordance with Sections 6, 7, and 8 (pages 5, 16, & 29).

1-4. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by those firms approved to participate in GSA's Freight Management Program are due by 4:30 p.m. Central Standard Time, March 10, 1999, and will be processed in accordance with Paragraph 1-4.C., below.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between February 9, 1999, and March 10, 1999, which do not meet the requirements as stated in this Request and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified of the deficiencies by GSA's Heartland Zone Office by facsimile and/or telephone. If a firm's rate offer is submitted in accordance with this Request and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will not be allowed to refile. Corrected rate offers received within the required ten (10) calendar days will be entered into the data base effective May 1, 1999.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-4.A. will be processed by May 1, 1999, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-4.B

D. CARRIER NOTIFICATIONS: If the submitting firm receives no communication from GSA pursuant to Paragraph 1-4.B. by May 1, 1999, the firm is on notice that its rate offer(s) has been accepted and transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-5. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this Request and its SFI, the offeror agrees that it can and will service the identified origin facility(ies) for which a rate is offered and all points within each identified destination State and/or destination service area for which a rate is offered.

1-6. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this Request and its SFI for up to ninety (90) days.

1-7. TERMINATION:

A. The following provision will apply in addition to Item 20.e. of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulation (CFR) 101-40.4.

B. Upon termination of the rate offer under 1-7.A.1 and/or 2. above, the Carrier shall be paid any sum due the Carrier for services performed under this Request and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the Carrier and the Government shall have the right to offset any such claims against such payment.

1-8. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this Request and its SFI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be only liable for payment for services rendered before the effective date of the termination.

1-9. CONTACTS: Questions dealing with this Request, its SFI, or the STOS should be directed to Elaine Shockey or Robert Clayton at (404) 331-5121 or by e-mail at elaine.shockey@gsa.gov or bob.clayton@gsa.gov, respectively. Questions dealing with the submission of electronic rate offers should be directed to either Robyn Bennett or Cindy Schardt at (816) 823-3646 or by e-mail at robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

SECTION 2 EVALUATION AND ACCEPTANCE

2-1. EVALUATION: The GSA Southeast Sunbelt Zone Office will conduct all evaluations and will notify each Carrier before May 1, 1999, of an acceptable rate offer(s) and awarded routings, if any. For those firms who offer SEDC LTL rates, multiple Service Area awards will be considered.

2-2. ACCEPTANCE: Accepted rate offers will be contained in GSA's Interagency Transportation Management System (ITMS). When identified in ITMS, the acceptable rate offers will be listed based on price only. The listing of firms and their rate offers will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on cost comparisons. However, when rate information is made available either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on the cost comparison in alphabetical order according to the firm's names.

PLEASE NOTE: The GSA Southeast Sunbelt Zone Office may take other factors into consideration when routing shipments other than just price. As a result, the listing of firms on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

SECTION 3

LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to the General Services Administration (GSA) either electronically or via paper, the submitting carrier certifies that:

I have read and will comply with all the provisions contained in this request dated February 9, 1999, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective May 1, 1996, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 (See Below) and Section 2 of the GSA General Freight Tender of Service No. 1-F.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

“LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shippers agents, or shippers associations shall possess the required carrier or Interstate Commerce Commission (ICC) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies.”

SECTION 4

SUBSTITUTED SERVICE - RAIL FOR MOTOR

If a firm utilizes Item 1125, Substituted Service - Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request and its SFI, the submission of a rate offer(s), either electronically or via paper, constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

SECTION 5

TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA either electronically or via paper, the submitting carrier agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-7.

SECTION 6 IDENTIFICATION OF TRAFFIC

6-1. IDENTIFICATION OF TRAFFIC: Identified below are the facilities and routes for which the General Services Administration (GSA) is requesting rate offers.

A. SOUTHEAST DISTRIBUTION CENTER (SEDC) SERVICE AREAS AND DESTINATIONS: Less Than Truckload (LTL) minimum charge, LTL percentage, Truckload (TL) cents per mile, and TL minimum charge rate offers are being requested for the following Destination Service Area Codes. A firm is not required to offer rates to each of the identified Destination Service Areas. Offers received which contain origins/destinations not identified below will be found unacceptable. An offering firm must be able to service all points within all States identified within a Destination Service Area Description.

Destination Service Area Code	Destination Service Area Description		Destination Service Area Code	Destination Service Area Description
01	CT, DE, MA, ME, NH, NJ, NY, PA, RI, and VT		06	KY and TN
02	DC, MD, NC, SC, VA, and WV		07	AL and MS
03	CO, IL, IA, IN, KS, MI, MN, MO, NE, ND, OH, SD, and WI		08	AR, LA, NM, OK, and TX
04	GA (intrastate)		09	AZ, CA, ID, MT, NV, OR, UT, WA, and WY
05	FL			

PLEASE NOTE: Delivery timeframes from the SEDC to CONUS for Minimum Charge, LTL, and TL shipments:

For the SEDC, within its primary service areas (Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and Wisconsin), delivery is the second business day or applicable commercial delivery standards, whichever is more timely.

For areas outside the SEDC's primary service area, delivery timeframes are as follows:

Miles	Delivery Days		Miles	Delivery Days
1-1,000 miles	Third Business Day		1,501-2,000 miles	Fifth Business Day
1,001-1,500 miles	Fourth Business Day		2,001 miles and over	Sixth Business Day

The day of pickup does not count in computing delivery commitment times. However, in some instances, the Carrier shall be required to make "local" same day deliveries.

These delivery commitment times could change with business needs.

For LTL Minimum Charge, LTL, and TL shipments destined to Alaska, Hawaii, and Puerto Rico, the CONUS delivery commitment times above shall be used to calculate transit times to freight forwarders' locations.

B. SOUTHEAST DISTRIBUTION CENTER DEDICATED TRUCK ROUTES (DTR'S) DESTINATIONS: A **flat rate, per vehicle used**, for each of the following Destination Service Area Codes/Dedicated Truck Routes is being requested. Equipment furnished for these routes must be a minimum of 45 feet. One rate should be submitted for each destination. Offers received which contain origins/destinations not identified below will be found unacceptable.

These dedicated TL routes to the activities listed herein do not affect the regular TL shipments from the SEDC to these destinations. General SEDC rate offers accepted under 6.1.A. will be used for all other shipments going to these areas.

When submitting rate offers for the identified DTR's, please note the following:

1. **ONLY** the C5 rate record identified in 7-4.D. may be used;
2. Rates **MUST** be offered as a flat rate, per vehicle used;
3. Those Destination Service Area Codes identified with an * will routinely be loaded as stopoffs in accordance with Item 1075, Stopoffs – To Complete Loading or for Partial Unloading, of the GSA National Rules Tender No. 100-D. For those routes identified with an * **and** for all other routes, a **flat rate MUST** be offered which will apply for each delivery after the first delivery for these routes. Percentages offered for Item 1075 will not be accepted for the DTR's identified below; and
4. For Destination Service Area Code #18 (**), Item 870, Pickups or Deliveries – Additional, of the GSA National Rules Tender No. 100-D **WILL ALWAYS** apply. Item 870 **MAY** apply for the rest of the Destination Service Area Codes. As a result, for **ALL** Destination Service Area Codes a **flat rate for Item 870 MUST** be offered which will apply to each additional delivery. Percentages offered for Item 870 will not be accepted for the DTR's identified below. Freight will be tendered to the carrier by a first on/last off sequence for each truck. The carrier, utilizing a GSA Form 3000 Manifest issued by the SEDC, will make verification of loading sequence for each shipment. One U.S. Government Bill of Lading (GBL) per truck will be issued by the SEDC. A listing of customer addresses will be on the GBL continuation form and supplied to the carrier at the time of pickup.

Destination Service Area Code	Route Number	Dedicated Destination		Destination Service Area Code	Route Number	Dedicated Destination
10*	0170	Ft. McClellan, AL		27	2160	Ft. Campbell, KY
11*	0180	Redstone Arsenal, Huntsville, AL		28	2170	Ft. Knox, KY
12*	0190	Marshall Space Flight Center, Huntsville, AL		29*	2830	Navy Shipyard, Pascagoula, MS
13*	1240	Eglin AFB, FL		30*	2840	Keesler AFB, MS
14*	1241	Kennedy Space Center, FL		31*	2860	Navy Construction Battalion Base, MS
15*	1242	Patrick AFB, FL		32*	3730	Seymour Johnson AFB, NC
16*	1250	Miami, FL		33*	3760	Consolidated Receiving Point, Ft. Bragg, NC
17*	1260	NSC, Pensacola, FL		34*	3770	Camp Lejeune, NC
18* & **	1270	Jacksonville/Mayport, FL		35*	3780	Cherry Point, NC
19*	1290	Hurlburt Field, FL		36	4250	New Cumberland, PA
20*	1330	Albany, GA		37	4530	Shaw AFB, SC
21	1340	Kings Bay, GA		38	4540	Beaufort, SC
22*	1360	Ft. Benning, GA		39	4570	Central Receiving Point, Ft. Jackson, SC
23	1370	Ft. Stewart, GA		40	4590	Charleston AFB, SC
24	1380	Ft. Gordon, GA		41	4720	Millington, TN
25	1390	Robins AFB, GA		42	5160	NSC, Norfolk, VA
26	1780	Chicago, IL				

Normally, deliveries will be made in the reverse order from which the shipment was loaded. Should a consignee be unable to accept the scheduled delivery, the carrier will deliver out of sequence orders as soon as possible.

Destinations of 400 or less miles from the SEDC must be delivered the next business day, and from 401 to 800 miles will be required the second business day, excluding the day of pickup.

Carriers submitting rates for the dedicated routes will be required to provide trailers into a trailer pool at the SEDC. All shipments will be shipper load/count and will move in sealed trailers.

STOS, Item 1005, Sealed Closed Van Service, will apply; however, Item 475, Exclusive Use of Vehicle, will not apply. Trailers must be picked up within 24 hours of notification by the SEDC that the load is ready. An empty trailer must replace each loaded trailer at the time of pickup. The SEDC guard will not release the loaded trailer unless it is accompanied by the appropriate GBL. Currently, preloaded trailers may be picked up until 6:00 p.m. daily; however, someone (e.g., driver) needs to sign and pickup the GBL prior to 4:00 p.m.

The carrier is responsible for contacting consignees for delivery appointments. Unless the consignee is unable to accept the scheduled delivery, all deliveries to all destinations must be completed on the applicable delivery day by close of business.

C. CHICAGO FORWARD SUPPLY POINT (CFSP) DESTINATIONS: LTL minimum charge, LTL percentage, and Truckload cents per mile rate offers are being requested for the following Destination Service Area Codes:

Destination Service Area Code	Destination Service Area Description
01	Chicago Commercial Zone
02	IL (Intrastate)
03	IN, IA, MI, MN, MO, OH, and WI

6-2. HISTORICAL TRAFFIC VOLUME: Identified below are traffic volume estimates for each of the two facilities as of September 30, 1998. The data provided shall not be interpreted as a guarantee that traffic will amount to these quantities. The Government makes no guarantee that these quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

A. SOUTHEAST DISTRIBUTION CENTER (SEDC) ESTIMATED TRAFFIC VOLUME FOR LTL AND TL (AS OF SEPTEMBER 30, 1998):

ESTIMATED ANNUAL TONNAGE SHIPPED BY SERVICE AREA, WEIGHTBREAK, WEIGHT, AND NUMBER										
Service Area Code & Destination	Min. Weight Min. Count	L5C Weight L5C Count	5C Weight 5C Count	1M Weight 1M Count	2M Weight 2M count	5M Weight 5M Count	10M Weight 10M Count	20M & Over Weight 20M & Over Count	Total Weight	Total Count
07-AL	356,652	440,655	434,088	472,562	681,649	364,649	338,022	745,416	3,833,693	
	1,496	969	1,006	521	278	203	54	25		4,552
10-AK	1,045	1,505	1,308	1,250	0	0	0	0	5,108	
	5	4	2	1	0	0	0	0		12
09-AZ	2,244	7,312	6,220	8,312	6,001	0	0	0	30,089	
	25	23	8	5	2					63
08-AR	4,533	5,776	8,441	7,237	2,080	5,100	0	0	33,167	
	37	19	11	5	5	1	0	0		78
09-CA	111,854	110,874	111,913	108,885	120,788	70,837	58,673	109,674	803,498	
	381	238	123	68	32	10	4	3		859
03-CO	4,427	8,343	4,484	6,711	6,710	0	14,560	0	45,235	
	36	27	7	5	2	0	1	0		78
01-CT	10,354	25,405	15,992	21,326	13,027	10,400	0	0	96,504	
	94	68	24	15	5	2	0	0		208
01-DE	5,489	5,711	8,591	8,189	3,500	5,973	0	21,000	58,453	
	39	17	13	6	1	1	0	1		78
02-DC	7,045	19,947	17,404	12,655	16,392	5,800	0	189,072	268,315	
	47	61	23	10	5	1	0	3		150
05-FL	1,187,906	1,249,716	1,212,188	1,351,145	1,599,044	764,567	996,590	1087280	9,448,436	
	4,486	2,400	1,321	799	415	106	73	33		9,633

ESTIMATED ANNUAL TONNAGE SHIPPED BY SERVICE AREA, WEIGHTBREAK, WEIGHT, AND NUMBER										
Service Area Code	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
and Destination	Min. Count	L5C Count	5C Count	1M Count	2M count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
04-GA	513,416	585,296	623,460	623,363	738,160	416,774	236,235	628,752	4,365,456	
	1,904	1,239	680	360	194	57	16	22		4,472
11-HI	11,342	18,127	14,871	22,855	36,335	0	0	124,800	228,330	
	84	50	22	16	13	0	0	1		186
09-ID	946	2,749	3,055	0	0	0	0	0	6,750	
	11	8	5	0	0	0	0	0		24
03-IL	317,025	489,432	579,570	707,747	1,395,383	1,054,691	907,917	4,204,015	9,655,780	
	1,273	809	465	297	253	99	52	47		3,295
03-IN	141,045	203,655	208,795	164,768	275,420	163,802	196,380	602,004	1,955,869	
	852	508	269	117	92	23	16	16		1,893
03-IA	10,697	9,686	9,159	6,816	6,080	0	0	72,280	114,718	
	64	28	15	6	2	0	0	1		116
03-KS	5,974	5,438	11,645	21,279	16,674	10,098	0	0	71,108	
	54	18	17	15	7	1	0	0		112
06-KY	257,204	246,884	229,026	222,782	227,156	115,950	23,684	54,350	1,377,036	
	953	514	239	124	63	19	2	2		1,916
08-LA	123,603	151,974	159,792	142,587	170,846	139,302	323,434	486,440	1,697,978	
	636	378	209	100	62	21	16	18		1,440
01-ME	5,394	6,514	5,981	2,295	0	5,100	10,200	0	35,484	
	49	20	10	2	0	1	1	0		83
02-MD	132,383	158,006	146,783	164,588	273,376	101,953	63,914	1,182,812	2,223,815	
	717	434	210	117	95	16	5	21		1,615

ESTIMATED ANNUAL TONNAGE SHIPPED BY SERVICE AREA, WEIGHTBREAK, WEIGHT, AND NUMBER										
Service Area Code	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
and Destination	Min. Count	L5C Count	5C Count	1M Count	2M count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
01-MA	21,274	20,942	7,289	16,644	37,340	27,248	0	79,768	210,505	
	105	66	11	11	12	4	0	3		212
03-MI	9,032	12,844	10,539	11,813	16,312	5,200	0	0	65,740	
	82	40	16	9	7	1	0	0		155
03-MN	3,612	6,586	4,556	3,628	7,950	0	0	43,992	70,324	
	34	20	7	3	2	0	0	1		67
07-MS	362,020	359,257	361,288	338,872	429,065	147,104	162,762	327,800	2,488,168	
	107	77	61	30	28	12	1	2		318
03-MO	11,555	20,406	12,531	9,945	8,870	5,920	11,220	24,816	105,263	
	111	61	20	8	4	1	1	1		207
09-MT	10,992	12,434	9,550	11,530	10,382	0	10,500	0	65,388	
		78	36	14	9	4	1	0		142
03-NE	3,373	6,535	2,188	0	2,320	0	0	0	14,416	
	31	21	4	0	1	0		0		57
09-NV	967	1,348	520	0	4,212	0	0	0	7,047	
	8	4	1	0	1	0	0	0		14
01-NH	5,450	5,195	3,282	7,096	11,090	67,160	0	0	99,273	
	44	18	4	5	4	9	0	0		84
01-NJ	36,556	72,043	115,442	153,194	194,853	221,266	190,235	1,013,802	1,997,391	
	211	163	122	80	53	32	13	13		687
08-NM	2,353	4,168	5,523	1,400	0	0	0	0	13,444	
	19	13	9	1	0	0	0	0		42

ESTIMATED ANNUAL TONNAGE SHIPPED BY SERVICE AREA, WEIGHTBREAK, WEIGHT, AND NUMBER										
Service Area Code	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
and Destination	Min. Count	L5C Count	5C Count	1M Count	2M count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
01-NY	23,936	46,537	44,450	33,928	61,563	20,500	86,320	89,440	406,674	
	197	140	62	26	17	3	6	3		454
02-NC	610,666	717,198	768,345	924,823	1,228,183	585,884	382,236	1,115,563	6,332,898	
	1,405	907	582	385	272	70	30	35		3,686
03-ND	4,222	6,148	2,831	3,248	2,550	0	0	0	18,999	
	39	20	4	3	1	0	0	0		67
03-OH	14,205	23,363	12,927	6,230	27,076	5,760	0	0	89,561	
	108	70	20	5	8	1	0	0		212
08-OK	29,956	52,277	32,547	26,529	31,269	33,387	0	0	205,965	
	235	150	49	20	11	4	0	0		469
09-OR	1,010	3,277	520	1,200	0	6,240	0	0	12,247	
	11	9	1	1	0	1	0	0		23
01-PA	390,656	207,969	225,181	223,182	279,187	228,707	120,510	730,832	2,406,224	
	250	158	99	45	38	18	4	7		619
01-RI	2,081	3,502	2,477	1,040	0	5,200	12,480	0	26,780	
	19	11	3	1	0	1	1	0		36
02-SC	313927	327,171	307,393	390,795	659,468	265,019	203,612	126,080	2,593,465	
	1098	739	355	230	191	39	15	4		2,671
03-SD	3407	7,469	6,051	2,460	2,320	0	0	0	21,707	
	23	22	10	2	1	0	0	0		58
06-TN	142132	180,072	189,693	216,736	333,115	405,500	272,785	197,600	1,937,633	
	872	507	261	151	106			5		1,987

ESTIMATED ANNUAL TONNAGE SHIPPED BY SERVICE AREA, WEIGHTBREAK, WEIGHT, AND NUMBER										
Service Area Code	Min. Weight	L5C Weight	5C Weight	1M Weight	2M Weight	5M Weight	10M Weight	20M & Over Weight		
and Destination	Min. Count	L5C Count	5C Count	1M Count	2M count	5M Count	10M Count	20M & Over Count	Total Weight	Total Count
08-TX	63558	111,587	101,145	81,608	179,588	86,610	14,450	107,360	745,906	
	503	333	139	63	54	12	1	3		1,108
09-UT	3604	5,919	4,592	1,970	0	21,600	0	0	37,685	
	30	17	6	1	0	3	0	0		57
01-VT	738	1,260	0	1,520	2,000	0	0	0	5,518	
	6	4	1	1	1	0	0	0		13
02-VA	760829	874,115	987,399	1,027,566	1,369,357	846,223	727,941	2,990,849	9,584,279	
	3087	1,981	1,187	649	389	119	52	40		7,504
09-WA	10303	21,069	21,221	18,395	31,019	7,800	0	0	109,807	
	107	58	29	14	9	1	0	0		218
02-WV	22952	30,550	33,792	61,076	50,531	70,039	140,448	87,360	496,748	
	132	73	42	35	17	11	9	4		323
03-WI	113235	142,587	177,514	153,589	178,595	123,772	108,700	62,900	1,060,892	
	658	397	250	112	56	18	7	3		1,501
09-WY	1171	1,769	2,963	0	0	0	0	0	5,903	
	9	4	4	0	0	0	0	0		17
12-Canada	161	1,578	1,309	2,400	0	0	0	0	5,448	
	1	5	2	2	0		0	0		10
13-Puerto Rico	131,697	119,606	132,864	108,115	135,810	47,780	93,507	23,400	792,779	
	130	88	66	22	19	3	5	1		334
TOTALS										
WEIGHT	6,322,208	7,097,976	7,438,216	7,778,927	10,634,747	7,303,392	5,475,292	16,438,767	68,388,899	
COUNT	22,915	14,086	8,142	4,518	2,837	990	409	318		54,215
% OF WEIGHT	9.24%	10.38%	10.88%	11.37%	15.55%	10.68%	8.01%	24.04%		
% OF COUNT	42.27%	25.98%	15.02%	8.33%	5.23%	1.83%	0.75%	0.59%		

B. SOUTHEAST DISTRIBUTION CENTER (SEDC) DEDICATED TRUCK ROUTE (DTR) ESTIMATED TRAFFIC VOLUME (AS OF SEPTEMBER 30, 1998):

Destination Service Area Code	Route No.	Dedicated Destination	Volume (No. of Loads)		Destination Service Area Code	Route No.	Dedicated Destination	Volume (No. of Loads)
10	0170	Ft. McClellan, AL	21		27	2160	Ft. Campbell, KY	20
11	0180	Redstone Arsenal, AL	4		28	2170	Ft. Knox, KY	19
12	0190	Marshall Space Flight Center, Huntsville, AL	1		29	2830	Navy Shipyard, Pascagoula, MS	22
13	1240	Eglin AFB, FL	55		30	2840	Keesler AFB, MS	12
14	1241	Kennedy Space Center, FL	10		31	2860	Navy Construction Battalion Base, MS	4
15	1242	Patrick AFB, FL	8		32	3730	Seymour Johnson AFB, NC	7
16	1250	Miami, FL	34		33	3760	Consolidated Receiving Point, Ft. Bragg, NC	28
17	1260	NSC, Pensacola, FL	56		34	3770	Camp Lejeune, NC	114
18	1270	Jacksonville/ Mayport, FL	100		35	3780	Cherry Point, NC	74
19	1290	Hurlburt Field, FL	2		36	4250	New Cumberland, PA	108
20	1330	Albany, GA	23		37	4530	Shaw AFB, SC	15
21	1340	Kings Bay, GA	33		38	4540	Beaufort, SC	Not Available
22	1360	Ft. Benning, GA	21		39	4570	Central Receiving Point, Ft. Jackson, SC	3
23	1370	Ft. Stewart, GA	17		40	4590	Charleston AFB, SC	25
24	1380	Ft. Gordon, GA	2		41	4720	Millington, TN	Not Available
25	1390	Robins AFB, GA	58		42	5160	NSC, Norfolk, VA	127
26	1780	Chicago, IL	234					

C. CHICAGO FORWARD SUPPLY POINT (CFSP) ESTIMATED TRAFFIC VOLUME (AS OF SEPTEMBER 30, 1998):

Destination Service Area Code	Number of Shipments	Total Weight
01	986	1,220,234
02	322	342,658
03	3,230	3,986,689

6-3. CURRENT CARRIER RATE LEVELS: Identified below, if available, are the rate levels as of September 30, 1998, for each facility by Destination Service Area. This information is being provided for informational purposes only.

A. RATE LEVELS AS OF SEPTEMBER 30, 1998, FOR THE SOUTHEAST DISTRIBUTION CENTER (SEDC):

1. Less Than Truckload (LTL) Rate Levels: Rate levels are expressed as a percentage of the GSA Baseline Rate Publication No. 1000-D. The rate levels shown represent the rate(s) for the identified route of the prime carrier which was selected from a combination of past performance and price:

Destination Service Area Code	Rate Level (L5C-10M)	Rate Level (Min. Charge)		Destination Service Area Code	Rate Level (L5C-10M)	Rate Level (Min. Charge)
01	57%	69%		06	45%	70%
02	43%	63%		07	42%	63%
03	49%	59%		08	81%	98%
04	50%	60%		09	65%	55%
05	44%	71%				

2. Truckload (TL) Rate Levels: Rate levels are expressed as a cents per mile along with a minimum TL charge per vehicle used. The rate levels shown represent the low cost carrier for the identified route:

Destination Service Area Code	Rate Level (Cents per mile)	Rate Level (Min. TL Charge)		Destination Service Area Code	Rate Level (Cents per mile)	Rate Level (Min. TL Charge)
01	125	\$500		06	113	\$445
02	125	\$500		07	113	\$445
03	100	\$525		08	104	\$399
04	125	\$500		09	89	\$445
05	125	\$500				

B. DEDICATED TRUCKLOAD RATE (DTR) LEVELS: Rate levels are expressed as a flat rate per vehicle used. The rate levels shown represent the low cost carrier for the identified route during the period January 13, 1998, thru January 12, 1999:

Destination Service Area Code	Route No.	Dedicated Destination	Rate Level (\$ Per Vehicle)		Destination Service Area Code	Route No.	Dedicated Destination	Rate Level (\$ Per Vehicle)
10	0170	Ft. McClellan, AL	260		27	2160	Ft. Campbell, KY	408
11	0180	Redstone Arsenal, AL	350		28	2170	Ft. Knox, KY	450
12	0190	Marshall Space Flight Center, Huntsville, AL	350		29	2830	Navy Shipyard, Pascagoula, MS	477
13	1240	Eglin AFB, FL	377		30	2840	Keesler AFB, MS	462
14	1241	Kennedy Space Center, FL	519		31	2860	Navy Construction Battalion Base, MS	477

TABLE CONTINUED ON NEXT PAGE

Destination Service Area Code	Route No.	Dedicated Destination	Rate Level (\$ Per Vehicle)		Destination Service Area Code	Route No.	Dedicated Destination	Rate Level (\$ Per Vehicle)
15	1242	Patrick AFB, FL	501		32	3730	Seymour Johnson AFB, NC	458
16	1250	Miami, FL	1,112		33	3760	Consolidated Receiving Point, Ft. Bragg, NC	490
17	1260	NSC, Pensacola, FL	390		34	3770	Camp Lejeune, NC	596
18	1270	Jacksonville/Mayport, FL	390		35	3780	Cherry Point, NC	660
19	1290	Hurlburt Field, FL	390		36	4250	New Cumberland, PA	894
20	1330	Albany, GA	270		37	4530	Shaw AFB, SC	340
21	1340	Kings Bay, GA	400		38	4540	Beaufort, SC	Not Available
22	1360	Ft. Benning, GA	237		39	4570	Central Receiving Point, Ft. Jackson, SC	314
23	1370	Ft. Stewart, GA	338		40	4590	Charleston AFB, SC	408
24	1380	Ft. Gordon, GA	272		41	4720	Millington, TN	Not Available
25	1390	Robins AFB, GA	244		42	5160	NSC, Norfolk, VA	687
26	1780	Chicago, IL	623					

C. RATE LEVELS AS OF SEPTEMBER 30, 1998, FOR THE CHICAGO FORWARD SUPPLY POINT (CFSP):

1. Less Than Truckload (LTL) Rate Levels: Rate levels are expressed as a percentage of the GSA Baseline Rate Publication No. 1000-D. The rate levels shown represent the rate(s) for the identified route of the prime carrier which was selected from a combination of past performance and price:

Destination Service Area Code	Rate Level (L5C - 10M)	Rate Level (Min. Charge)
01	41%	74%
02	45%	45%
03	40%	74%

2. Truckload (TL) Rate Levels: Rate levels are expressed as a cents per mile along with a minimum Truckload charge per vehicle used. The rate levels shown represent the low cost carrier for the identified route:

Destination Service Area Code	Rate Level (Cents per mile)	Rate Level (Min. TL Charge)
01	135	\$300
02	135	\$400
03	135	\$400

SECTION 7

FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS

7-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: Firms submitting rate offers for the Southeast Distribution Center (SEDC) and the Chicago Forward Supply Point (CFSP) **MUST** submit their rate offers electronically via the File Transfer Protocol (FTP) of the Internet (I-FTP). Identified below are the file format requirements that **MUST** be utilized when creating electronic rate files for the submission of rate offers in accordance with this Request and its Special Filing Instructions (SFI). Rate offers received which do not conform to these format requirements will be found unacceptable.

NOTE: When creating Billing/Reporting records, Header records, and Rate records use all UPPER CASE LETTERS. A separate rate offer must be submitted for each Destination Service Area Description identified in Paragraph 6-1. for each facility. As a result, one rate offer would consist of: 1) one set of F1 – FF Billing/Reporting Records; 2) one A1 or A2/A3 header record; and 3) one C2, C3, C4, or C5 (the C5 rate record can only be used for the SEDC DTR traffic) rate record. When creating the rate offer, the offer number identified in the A1 or A2 header record by positions 9 - 12 can remain the same for all Destination Service Area Descriptions for a certain facility - the only thing that will need to change is the Destination Service Area Code identified in positions 17 - 18. When transmitting the rate offers via the I-FTP, all Billing/Reporting records, all Header records, and all Rate records for the same facility can be transmitted as one file. When the rate file is completed, it must be saved as an unformatted ASCII (Text Only) flat file (e.g., no tab characters, etc.) before attempting to transfer the file via I-FTP. Identified below are examples of rate offers and what a file containing multiple rate offers for the same facility could look like.

Example of one rate file containing multiple rate offers for the SEDC:

```
F1ABCD\ABC MOVING & STORAGE\IR\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340SED0119990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898099097089045000 095
F1ABCD\ABC MOVING & STORAGE\IR\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12340SED0219990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C40000800-555-9898099097089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)
```


Example of one rate file containing multiple rate offers for the SEDC's Dedicated Truck Route (DTR) traffic:

F1ABCD\ABC MOVING & STORAGE\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12350SED1019990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C50000800-499-009900000000026000 000100095100095100095100095100095100095100095100095100
095100095100095100095100095070100095100095100095100070095100095100095
F1ABCD\ABC MOVING & STORAGE\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12350SED1119990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C50000800-499-009900000000035000 000100095100095100095100095100095100095100095100095100
095100095100095100095100095070100095100095100095100070095100095100095
F1ABCD\ABC MOVING & STORAGE\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A1ABCD6D12350SED1219990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
C50000800-499-009900000000035000 000100095100095100095100095100095100095100095100095100
095100095100095100095100095070100095100095100095100070095100095100095

Example of one rate file containing multiple rate offers for the CFSP:

F1ABCD\ABC MOVING & STORAGE\IR\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A2ABAB6D12340CFS0119990501ABC MOVING & STORAGE(POSITIONS 49-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)
F1ABCD\ABC MOVING & STORAGE\IR\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A2ABAB6D12340CFS0219990501ABC MOVING & STORAGE(POSITIONS 49-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)
F1ABCD\ABC MOVING & STORAGE\IR\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW
A2ABAB6D12340CFS0319990501ABC MOVING & STORAGE(POSITIONS 49-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)

7-2. CARRIER BILLING/REPORTING RECORD FORMAT REQUIREMENTS: In addition to each carrier's header records and rate records for all rate offers filed in accordance with this RFO and its SFI, all carriers must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA. This carrier information is what is used to maintain the FPMO's carrier mailing list when distributing RFOs and other program related information/requests. The following Billing/Reporting Record format requirements **must be** strictly adhered to. Submissions received from carriers or Rate Filing Service Providers not conforming to record format requirements will be found unacceptable.

A. BILLING/REPORTING RECORDS:

EXAMPLE:

F1ABCD\ABC MOVING AND STORAGE\R\19990501\13-214567
F2JOHN DOE
F3PRESIDENT
F41500 BANNISTER RD RM 1076
F5KANSAS CITY\MO\64131
F6816-823-3646\816-823-3656
F7CYOUNG@AOL.COM
F8816-823-5555
F9JANE BLACK
FAACCOUNTS RECEIVABLE REP
FB1500 BANNISTER RD RM 1006
FCKANSAS CITY\MO\64131
FD816-823-1111\816-823-2222
FEJANEBLACK@AOL.COM
FFW

1. HEADER RECORD:

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 19990501 for Initial Filing,
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

2. MAILING ADDRESS RECORD:

A. Company's Authorized Official/Government Contact:

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

B. Company's Authorized Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's Authorized Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Mailing Address:

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's Authorized Official's mailing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address - City	45	City of Company's Authorized Official's mailing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address - State	2	State of Company's Authorized Official's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's Authorized Official's mailing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Official.

F. Company's Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's Authorized Official.

G. Company's Shipment Booking Office Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should correspond with the phone number identified in rate offers for shipping booking purposes which appears in the GSA ITMS cost comparison.

3. BILLING ADDRESS RECORD:

A. Company's Authorized Billing Official:

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's Authorized Billing Official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

B. Company's Authorized Billing Official Title:

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's Authorized Billing Official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

C. Company's Billing Address:

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

D. Company's Billing City/State/Zip Code:

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address - City	45	City of Company's billing address. If the City is longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address - State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

E. Company's Billing Telephone Number/Facsimile Number:

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's Authorized Billing Official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's Authorized Billing Official.

F. Company's Billing Internet Address:

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's Authorized Billing Official.

4. COMPANY'S MINORITY/WOMEN-OWNED STATUS:

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

NOTE: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

7-3. HEADER RECORD FORMAT REQUIREMENTS:

A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6D12340SED0119990501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD96ABCD 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITION S	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	D (Position 8-8 of this type of header record will always be a "D")
Carrier Assigned Offer #	9-12	Example: 1234 (May be numeric, alphabetic or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	SED if filing for the SEDC CFS if filing for the CFSP
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.
Effective Date - YYYYMMDD	19-26	19990501
Carrier Name	27-61	Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier's SCAC if transmitting rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6D45670CFS0219990501BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POSITIONS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code of Broker or Shipper Agent
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	D (Position 8-8 of this type of header record will always be a "D")
Assigned Offer #	9-12	Example: 4567 (May be numeric, alphabetic or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0)
Facility Identifier	14-16	SED if filing for the SEDC CFS if filing for the CFSP
Destination Service Area Code	17-18	Enter the appropriate Destination Service Area Code as identified in Paragraph 6-1.
Effective Date - YYYYMMDD	19-26	19990501
Broker or Shipper Agnt/Intermodal Mrktng Name	27-61	Name of Broker or Shipper Agent/Intermodal Marketing Company. If all positions are not utilized, enter spaces (USE SPACE BAR).
Trading Partner Agreement #	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's or Shipper's Agent/Intermodal Marketing Company's SCAC if transmitting rates itself. If all six (6) positions are not utilized, use spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the firm.
Filler	83-174	Empty Space

C. Header Record for Underlying Carriers Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)

A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE. IF ADDITIONAL SPACE IS NEEDED, START NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.		

7-4. RATE RECORD FORMAT REQUIREMENTS:

A. Parameters for utilizing the C2 rate record:

1. SEDC and CFSP: To be utilized if submitting **ONLY** the following two (2) rate types:

Percent of the Minimum Charge identified in the 1000-D; and

Percent of the Less Than Truckload identified in the 1000-D.

Example:

C20000800-555-9898099097

095

C20000800-555-9898099097

000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C2
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.
Percent of Less-Than-Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.
Filler	25-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

B. Parameters for utilizing the C3 rate record:

1. SEDC and CFSP: To be utilized if submitting **ONLY** the following two (2) rate types:

Truckload offer stated as a cost in cents per mile per vehicle used; and
Truckload Minimum Charge per vehicle used.

Example:

C30000800-555-9898000000090045000 095
C30000800-555-9898000000101050000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C3
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-24	Use zeros (000000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

C. Parameters for utilizing the C4 rate record:

1. SEDC and CFSP: To be utilized if submitting **ONLY** the following four (4) rate types:

Percent of the Minimum Charge identified in the 1000-D;
 Percent of the Less Than Truckload identified in the 1000-D;
 Truckload offer stated as a cost in cents per mile per vehicle used; and
 Truckload Minimum Charge per vehicle used.

Example:

C40000800-555-9898099097099045000 095
 C40000800-555-9898099097099045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C4
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with **.

D. Parameters for utilizing the C5 rate record:

1. SEDC: Can only be used to file those Dedicated Truck Route (DTR) rate offers for the SEDC as identified in Paragraph 6-1.B.
2. CFSP: Not an acceptable rate record.

Example:

[illegible]

(NOTE: Item Numbers **870** and **1075** are shown in **bold** as for this type of rate record **ONLY** they represent a **Flat Charge** as opposed to a Percentage)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C5
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-27	Enter zeros (000000000)
Flat Fee Per Vehicle Used	28-33	A flat dollar and cents charge offered for the Dedicated Truck Routes (DTRs) as identified in Paragraph 6-1.B. Example: 055000 (for \$550.00), 100000 (for \$1,000)
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. Positions 42-44 MUST be entered as three zeros (000).Then begin entering the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. When entering information for Item Number 870,Pickups or Deliveries - Additional, and Item Number 1075, Stopoffs - To Complete Loading or for Partial Unloading, remember that these Item Numbers must be entered as a FLAT RATE (for example, 075 entered for Item Number 1075 will be read as \$75.00 for each additional delivery after the first delivery). All remaining information entered for each required Item Number will be read as a percentage (for example, 075 will be read as 75%). For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages must be offered for all Required Items not indicated with ** except for Item Numbers 870 and 1075 which MUST be entered as a flat rate.

SECTION 8

ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

8-1. GENERAL: All electronic rate transmissions submitted in accordance with Sections 6 and 7 (pages 5 & 16) of this Request and its Special Filing Instructions (SFI) **MUST** be via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via I-FTP without utilizing the services of a Rate Filing Service Provider or Tariff Publishing Agent and your firm does not already have an assigned User ID and Password under GSA's Freight Management Program, you will need to notify the Central Zone Office in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Robyn Bennett or Cindy Schardt at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to enter the firm's User ID and Password.

8-2. FORMAT REQUIREMENTS: Electronic format requirements as set out in this Request and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in this Section 8 and Sections 6 and 7 (pages 5 & 16) will be found unacceptable.

8-3. FILE PREPARATION: In order to transfer the file(s) via the I-FTP, the file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file (e.g., no tab characters, etc.). The file **must not** have a top, bottom, right, or left margin. The filename **must adhere to the following naming format:**

RECORD FIELD	POSITIONS	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's or Tariff Publishing Agent's Code	1-4	Enter the Carrier's SCAC if transmitting rates itself. Enter Rate Filing Service Provider's or Tariff Publishing Agent's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination
Extension	9-12	MUST be .FRT

Examples: ABCDSEDC.FRT, AAA_1234.FRT, BBBBCFSP.FRT, CCC_CF99.FRT

If as a carrier, RFSP, or TPA, you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Robyn Bennett or Cindy Schardt at (816) 823-3646 or via e-mail at robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively, for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).

NOTE: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

8-4. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide--the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

A. I-FTP Address:

KCFTP.GSA.GOV

OR

159.142.185.60

B. Method to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly:

FTP>**CD CARRIERS**\User ID

OR

FTP>**D:\PUB\CARRIERS\USER ID**

8-5. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. Carriers can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received – it does not validate the content or formatting of data contained in the carrier's rate offer. If appropriate, carriers will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-4.B. of this Request and its SFI.